

## Federal Records Center Program Offers a Variety of Services

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The Federal Records Center Program (FRCP) of NARA's Rocky Mountain Region is located within the Denver Federal Center on the west side of the Denver metro area. Our facility houses various types of records for over one hundred Federal agencies located in the western United States. The services that we offer provide our customer agencies with affordable and secure records storage and efficient, reliable reference access.

### Reference – Ordering Your Records

The FRCP staff is comprised of records technicians and specialists who provide 24-hour records referencing services. Requests can be sent to us via fax, email, U S mail, UPS, Federal Express, or via the Internet using the **Centers Information Processing System (CIPS)**. For reference questions or problems, please contact **Marilyn Baker** at (303)407-5764, or email at [marilyn.baker@nara.gov](mailto:marilyn.baker@nara.gov) . Fax requests to (303)407-5761.

Request forms (OF-11's) can be ordered from GSA Supply Service at [GSA - Federal Supply Service](#) , or accessed at NARA's website at [http://www.archives.gov/records\\_center\\_program/of\\_11.pdf](http://www.archives.gov/records_center_program/of_11.pdf) .



### CIPS—Centers Information Processing System

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By making use of the Internet, the CIPS system is the quickest and most efficient method of ordering your records from the RCP.

You can be CIPS– capable within 24 hours after your CIPS access paperwork is completed. Requesters can access and log-in to the CIPS system at <https://cips.nara.gov>. *No more filling out OF-11 forms or having to deal with faxing or mailing in requests!* Your CIPS requests are referenced by our technicians within 24 hours of their creation.

We offer CIPS training at our facility, or when possible, at your office.

Requesters can gain access to CIPS by contacting **Joel Powell** at (303)407-5765, or email at [joel.powell@nara.gov](mailto:joel.powell@nara.gov) .





## Transfers

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## FastPack Services

A cartoon illustration of a male worker in a green uniform and cap pushing a hand truck. The hand truck is loaded with a tall stack of brown cardboard boxes. The worker is walking towards the right.

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## SmartScan

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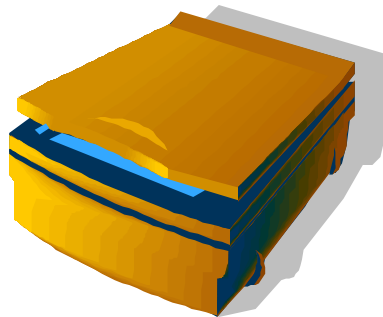
NARA's Federal Records Center Program **will soon** be introducing SmartScan, a new way of getting records from your Federal Records Center. Your reference request is researched, scanned by staff, and emailed directly to your computer the very same day.

**Cost Effective:** SmartScan eliminates outbound and return shipping costs and paperwork, and is perfect for both small jobs and urgent requests.

**Simple to Use:** Requests can be submitted by fax, email, or CIPS. There are no special procedures to learn and no documents to return.

**Fast:** SmartScan is the fastest way to get priority documents to your office the very same business day!

**Easy to Share:** SmartScan documents are sent as high quality Adobe PDF (Portable Document Format) attachments. You can share these documents instantly with colleagues around the country or around the world.



**High Quality:** The scanning process actually improves legibility for many documents, often making them easier to read than the originals.

**Competitively Priced:** Prices for SmartScan start at just pennies per page!

Call us today to find out more about SmartScan and when it will be available. Contact **Steve Ludwig** at (303)407-5769, email [steve.ludwig@nara.gov](mailto:steve.ludwig@nara.gov), or **John Mangers** at (303)407-5763, email [john.mangers@nara.gov](mailto:john.mangers@nara.gov).

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## Special Services

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The Rocky Mountain Region Records Center Program offers federal agencies a comprehensive portfolio of special services in paper and electronic document management.

Examples of projects that FRCP offers for agency clients include:

- Management of active files for agency customers
- Consolidation of freeze records
- Data entry services, including remote or onsite input into agency databases
- Preparation of inventories of agency holdings
- Specialized disposition services, such as disposal of fiche, film, e-media and other documents
- Provision of onsite space at the Denver FRCP for agencies to conduct research on large collections, saving shipping to and from the agency



Records center staff are experts in all aspects of records management, and can offer custom-designed services for agency customers. Contact **Genola Smith**, the Director of the FRCP at (303)407-5762, or email her at [genola.smith@nara.gov](mailto:genola.smith@nara.gov).

# **Rocky Mountain Region Workshop Schedule FY 2005**

## ***Revised***



### **Records Management Fundamentals**

*Knowledge Area 1 (\$150)*

May 24, 2005, Jackson, WY

### **Creating & Maintaining Agency Business Information\***

*Knowledge Area 2 (\$300)*

May 3-4, 2005, Las Cruces, NM

### **Records Scheduling\***

*Knowledge Area 3 (\$300)*

June 15-16, 2005, Denver, CO

### **Records Schedule Implementation\***

*Knowledge Area 4 (\$300)*

May 5-6, 2005, Las Cruces, NM

May 25-26, 2005, Jackson, WY

June 22-23, 2005, Albq., NM

### **Asset and Risk Management\***

*Knowledge Area 5 (\$300)*

July 12-13, 2005, Denver, CO

### **Program Development\***

*Knowledge Area 6 (\$150)*

July 13, 2005, Albq., NM

### **Disaster Preparedness & Response (\$150)**

July 14, 2005, Denver, CO

### **Electronic Records Forum (Free)**

June 2, 2005, Albq., NM

8:00 a.m. – 11:30 a.m.

**(Topic to be determined.)**

#### **\* Certification Course**

Classes meet from 8:30 a.m.— 4:00 p.m. unless otherwise noted. Exact addresses and room numbers will be provided with registration confirmation. For more information contact NARA Rocky Mountain Region Records Management Division at 303-407-5720 or email [workshop.denver@nara.gov](mailto:workshop.denver@nara.gov)